



ALLEN COUNTY GOVERNMENT
invites applications for the position of:

Executive Director Allen County Community Corrections

Interested applicants **MUST** apply at <http://www.allencountyjobs.us>

SALARY: \$70,000.00 - \$85,000.00 Annually

OPENING DATE: 10/17/13

CLOSING DATE: Continuous

JOB TYPE: Full Time

LOCATION: Allen County Community Corrections, 201 W. Superior Street,
Fort Wayne, IN

DEPARTMENT: Community Corrections

DESCRIPTION:

This position is full time, exempt, unclassified and not covered under the Allen County Employee Handbook.

40 hours/week; available on call 24/7

Under the direction of the Allen County Community Corrections Advisory Board, the Executive Director is responsible for directing overall operations and personnel of the Allen County Community Corrections Program and Kelley House.

ESSENTIAL FUNCTIONS:

Maintains and develops a unique organizational, residential and non-residential structure within the local community. Works to provide a consistent work environment as well as a reasonable and measurable supervision and treatment structure for the criminal population under its jurisdiction.

Works with the judicial, legislative, and executive branches of Local and State governments, non-profit agency partners, victims of crime, and the community at large.

Oversees the outside research, evaluation, design and marketing of specific programs and services, while understanding the complexities and interaction of the data management systems and introducing the findings to the Advisory Board, and other Local, State and National forums.

Monitors the performance standards and reporting requirements for State grant funding through the Indiana Department of Corrections, and other Local, State and Federal funding sources and reports the same on a regular basis to the Advisory Board.

Lobbies for and testifies to statutory changes on matters of criminal justice other related matters.

Understands and works with Local, State and Federal law enforcement agencies on policies and procedures that affect the agency, in specific the field operation and the communications dispatch center.

Oversees the preparation of the annual grant and financial documentation (budget) required by the Indiana Department of Correction and submits the same to the proper local authorities and to the Advisory Board.

Prepares and presents requests for "Authority to Spend" to the County Council. Presents the grant/budget contract to Board of Commissioners for signature and communicates directly as liaison to the Department of Correction and the Indiana Judicial Center.

Oversees the recruitment, hiring, management and evaluation of staff according to personnel policies and procedures of Allen County. Oversees required performance evaluations. Allocates staff to achieve the administrative goals adapted by the Advisory Board and ensures all job descriptions are updated and salary ranges are within the Indiana State Employment Standards and Allen County Human Resources.

Ensures the Allen County Community Corrections/Kelley House programs conforms to the state funding guidelines, its legal regulations and contract language, the Fair Labor Standard Act, and Equal Employment Opportunity requirements.

Works with criminal justice and community stakeholders to develop and sustain a dynamic planning process which includes, analyzing specific sentencing alternatives within the program as they apply to the local community, defining long and short term goals, and providing documented research to support new and existing programming.

Possesses the knowledge and expertise intrinsic to operating both a minimum security facility and a modified therapeutic community (MTC) in a residential setting.

Administers to the partnerships between the criminal justice and mental health professions.

Understands and applies the Eight Principles of Effective Practices

throughout the agency hierarchy.

Researches, designs, and markets new programming, services, and treatment modalities as they relate to effective practices.

Oversees the certification process for Problem Solving Courts' certification. Updates and amends the manual as necessary.

Oversees the process and audits required for the Intensive Outpatient Treatment (IOP), for ongoing certification of the treatment program.

Possesses the ability to forecast the program budget needs and predict shortfalls and provides accurate accounting records for annual audits by the State of Indiana and the Indiana Department of Correction.

Seeks out and secures Federal, State, and Local funding sources to supplement budget needs.

Performs all other duties as assigned and/or required by law.

QUALIFICATIONS:

Bachelor's Degree in Public Administration, Criminal Justice or law and six years' experience with progressive responsibility in program management, administration and design

Master's Degree preferred

Valid Driver's license for driving to various meetings and responding to program emergencies on a 24-hour basis

Ability to administer to critical and diverse issues among professional staff and offenders

Ability to manage a complex budget consisting of various funding sources, reporting and contractual obligations, a user fee structure and fee collection mechanisms

Ability to supervise and direct all program staff, including, but not limited to providing and/or delegating the recruitment, hiring, training, evaluation, discipline and dismissal of employees as well as developing and implementing policies and procedures, job descriptions and employee compensation

Ability to allocate staff according to administrative goals adapted by the Advisory Board and working contracts

Knowledge of treatment programs and services available to program participants from other government, social and private agencies, with ability to assist staff in determining/facilitating referrals as appropriate

Strong verbal and written communication skills

Ability to maintain strict confidentiality of all department records and information

PHYSICAL REQUIREMENTS:

The Executive Director works in and out of a standard office setting with the ability to sit and move about freely. Some lifting of up to twenty pounds, bending, and reaching overhead and frequent mental/visual effort, typing, attention to detail and proofreading exists. The Executive Director works daily with potentially dangerous, violent and/or abusive program participants.

Allen County is a EOE/AA employer

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